

BYLAW 8 - DUTIES AND RESPONSIBILITIES OF DIRECTORS

8.0 Lead Directors (General)

- Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
- Respond timely (3-5 business days) to emails and calls from staff, students, university administration and other partners.
- Support other Directors by attending each other's meetings and events.
- Regularly participate in creating video content with our staff to increase engagement with students regarding events, campaigns, businesses, etc
- Prepare and conduct relevant committee meetings as outlined in BOD Policy.
- Participate in hiring committees when needed.
- Host regular office hours and generally be available to answer questions from students.
- Regularly work with Portfolio Directors
- Help to create a welcoming and friendly work environment for themselves, students, and staff
- Be available (as necessary) for a minimum of 2 hours of filming/creating social media content with the communications team each week
- Regularly review and propose updates to policies relevant to their position,
- Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors.

8.1 Director of Outreach & University Relations

The Director of Outreach & University Relations shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,~~
- Chair meetings of the Board of Directors, or delegate this duty to an external third party as approved by the Board of Directors
- Oversee member outreach projects, ~~and programs and events~~, including volunteer coordination, with communications and marketing staff,
- Liaise with and lobby the administration of the University of Victoria
- Be the Students' Society's spokesperson on most matters ex
- Oversee the development and implementation of the Students' Society's bylaws and policies,
- Liaise with legal counsel and the Executive Director ~~excluded management~~ on legal matters affecting the Society,
- Coordinate with student representatives to the Senate and Board of Governors to advance student interests,
- Act as the Students' Society's liaison with the Ombudsperson's office, and be chairperson of the Ombudsperson Advisory Committee,
- Assist the Director of Campaigns & Community Relations in coordinating campaigns
- **Be the main social media face for the UVSS (@uvss) Instagram account**
- Work with the Graphics and Communications Departments for social media and outreach materials, and follow their respective processes
- Ensure communications plans for Outreach are completed no more than 2 weeks prior to an Outreach opportunity
- Table at the majority of tabling opportunities; arrange with other Lead Directors to cover any absence.
- ~~Regularly review and propose updates to policies relevant to their position,~~
- Assist other directors in their duties as needed,
- ~~Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors.~~

8.2 Director of Finance and Operations

The Director of Finance and Operations shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1;~~
- Oversee the administration of all aspects of the Students' Society's finances, operations, services, marketing, and strategic planning,
- Function as the primary liaison between staff and the Board of Directors, in collaboration with Excluded Managers, as appropriate,
- Prepare the Students' Society's budget for approval by the Board of Directors, and adoption at a General Meeting,
- Develop all financial policies and practices necessary to effect the responsible control of the funds of the Students' Society and to comply with all applicable legislation,
- Proactively communicate relevant financial information to members,
- Coordinate the UVSS Health and Dental plan and U-Pass program, including related appeals committees,
- **Plan and execute promotion and awareness around the Health and Dental Plan, U-Pass, etc., in coordination with the communications department,**
- **Be the main social media face for The SUB (@thesub.yj) Instagram account**
- Examine all contracts to be signed by representatives of the Students' Society,
- Work to improve the environmental sustainability of UVSS operations,
- Work with managers to address common issues for all SUB occupants,
- ~~Regularly review and propose updates to policies relevant to their position;~~
- Assist other directors in their duties as needed,
- ~~Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors.~~

8.3 Director of Events

The Director of Events shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1;~~
- Plan, deliver, advertise, and evaluate the success of UVSS events related to the Constitution, values, and purposes of the Society,
- Collaborate with diverse on-campus partners, and relevant UVSS departments, to reach diverse audiences,
- Proactively collaborate with UVSS communications and graphics staff on events advertising and other outreach,
- Plan, deliver, advertise, and evaluate the success of member welcome events, consulting with relevant UVic departments as needed,
- Assist the Director of Outreach and University Relations in member outreach projects and programs, including volunteer coordination **and tabling at events**,
- **Be the secondary main social media face for the UVSS (@uvss) Instagram account**
- Be the Students' Society's representative in all matters relating to the University of Victoria residence and athletics and recreation programs,
- **Collaborate and assist with major events put on by Advocacy and Affiliate groups (such as Global Village or FemExpo)**
- ~~Regularly review and propose updates to policies relevant to their position;~~
- Assist other directors in their duties as needed,
- ~~Perform other duties as outlined in the Bylaws, policy, or as assigned by the Board of Directors.~~

8.4 Director of Student Affairs

The Director of Student Affairs shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,~~
- Chair Clubs and Course Union Councils and help facilitate new and established clubs and course unions,
- Regularly review and propose updates to policies relevant to ~~their position~~, including clubs and course union policies,
- **Proactively collaborate with UVSS communications and graphics staff on student affairs related events and advertising,**
- **Plan, deliver, advertise, and evaluate the success of Clubs and Course Union Days**
- Chair Advocacy Relations Committee and assist and support advocacy groups,
- Offer support and advice to affiliated groups,
- Act as the liaison between advocacy and affiliated groups and the Board,
- Assist other directors in their duties as needed,
- ~~Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors.~~

8.5 Director of Campaigns & Community Relations

The Director of Campaigns & Community Relations shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,~~
- Coordinate the campaigns and related media relations of the Society,
- **Work with communications on Media requests**
- Communicate regularly with all levels of government in order to advocate for student issues
- Be the Students' Society's spokesperson on all campaigns organized by Campaigns Committee, or as assigned by the Board of Directors,
- **Proactively collaborate with UVSS communications and graphics staff on Campaigns related events and advertising,**
- Keep the Board of Directors informed of all government policy on post-secondary education and other issues relevant to members of the Students' Society,
- Liaise with provincial and national student organizations
- Liaise with, and represent the Society on, external organizations, committees, and coalitions, unless such duties have been otherwise assigned in the Bylaws, policies, or by the Board of Directors,
- ~~Regularly review and propose updates to policies relevant to their position,~~
- Assist other directors in their duties as needed,
- ~~Perform other duties as outlined in the Bylaws, policy, or as assigned by the Board of Directors.~~

8.6 At-Large Directors

The At-Large Directors shall:

- a. Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
- b. Actively work to assist the Lead Directors in the performance of their duties,
- c. Assist in the coordination and implementation of local, provincial and national campaigns relating to education defense,
- d. Scrutinize the activities of the Lead Directors, and
- e. Participate on **at least two [2]** committees **and Lead Director portfolios** of the Students' Society.

8.7 Constituency Organization Representatives and the Native Students' Union Representative

The Constituency Organization Representatives and the Native Students' Union Representative shall:

- a. Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
- b. Scrutinize the activities of the Board of Directors.
- c. Liaise with their respective constituency organisations. The Native Students' Union representative shall liaise with the Native Students' Union.
- d. **Work with the board on projects and statements as necessary, and coordinate with their respective constituency organizations or Native Students' Union.**
- e. Participate in Advocacy Relations Committee.

8.8 Director of International Student Relations

The Director of International Student Relations shall:

- a. Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
- b. Perform those duties required of At-Large Directors as outlined in Bylaw Eight, Article Six [8.6].
- c. Liaise with international students who attend the University of Victoria.
- d. **Proactively collaborate with UVSS communications and graphics staff on International Student Relations related events and advertising, including social media**
- e. Table at the majority of tabling opportunities related to International Students; arrange with other Lead Directors to cover any absence.
- f. Regularly review and propose updates to policies relevant to their position,
- g. Assist other directors in their duties as needed,
- h. Perform other duties as outlined in the Bylaws, policy, or as assigned by the Board of Directors.